
Approved For Release 2001/08/01 : CIA-RDP80-01826R000400070004-1



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MEMORANDUM FOR: Director of Logistics

SUBJECT: Proposal to Revise Career Board Procedures / 200

1. On 10 April the Logistics Career Board met to consider a proposal that the Board revise its procedures relative to the rotation, reassignment and career development of Logistics Careerists. This proposal stemmed from recognition of the fact that our present system falls short of meeting our needs. In addition, recent developments such as the adoption of the Agency's Mid-Career Training Program requires that we adapt our procedures to adjust to new requirements. Further it is believed that our present system is burdened by routine actions which could be handled as routinely outside the Board as they are now handled by the Board. The thesis of this proposal is that the Board should devote greater attention to selected careerists and that long-range planning on their behalf will greatly strengthen the Career Service. As a corollary, the careers of the majority of our careerists should be managed in relation to generally immediate objectives within the bounds of their substantive experience. This proposal would not affect current competitive promotion procedures.

2. In order to implement this plan the Career Board would assign members of the Career Service at each grade level to one of four broad categories as follows:

- a. Those whose present and past performance indicates that their potential to assume greater and broader responsibilities has not as yet been fully realized;
- b. Those who are performing at or about the maximum of their currently recognized potential but who are, nevertheless, making an effective contribution to the needs of the Service and are generally flexible;
- c. Those who are clearly restricted to narrow aspects of a broad activity or whose potential can be considered only in terms of a limited range of performance;

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GROUP 1
EXCLUDED FROM
ROUTINE DOWNGRADING
AND DECLASSIFICATION

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SUBJECT: Proposal to Revise Career Board Procedures

1. Those whose performance is marginal, whose flexibility and mobility are severely restricted or whose minimal contribution may raise questions as to their long-range or continued usefulness.
2. Following the first review of our careerists, the Career Board would conduct annual reviews in order to keep the groupings current. It is not suggested that the assignment of any individual to a given category be irrevocable. A number of events may occur which would suggest the desirability of assignment to a different category. There is no intent that there be rankings within each category. Rotation and reassignment of careerists in categories b, c, and d would be arranged by the Division or Staff chief having cognizance of the careerist's primary speciality and the Career Management Officer. Rotation of careerists in category (a) would be accomplished by the Career Board in consonance with plans developed for the individuals concerned. All rotational assignments would, of course, be subject to the approval of the Head of the Career Service.
3. This plan could be adopted within the present Board structure. The major advantages of the proposal are:
 - a. The identification of and greater attention to our most able careerists. More concentration on this group will insure more orderly development of the future leadership of the Career Service. It should be noted also that Agency policy, now in the process of development, will require similar action in connection with Mid-Career Training.
 - b. The identification of some of our less able careerists who may, in the near future, find that their careers with us are less secure as we continue our effort to improve quality, will result in a clearer focus on the group.
4. In summary we wish to emphasize the desire of the Board Members to institute a procedure which will provide a broad framework permitting greater attention to long-range planning and career development.

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SUBJECT: Proposal to Revise Career Board Procedures

We believe that by adoption of this proposal the Board will be enabled to approach its responsibilities on a broad program basis as well as to devote careful attention to specific developmental plans for selected careerists.

6. It is recommended that you approve our proposal.

/s/


Chairman, Logistics Career Board

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Recommendation Approved:

/s/

Director of Logistics

10 May 1963

Date

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INSTRUCTION NO.
LI 20-2

LI 20-2
PERSONNEL
Revised 21 November 1962

SUBJECT: Composition and Responsibilities of the Logistics
Career Board

RESCISSION: LI 20-2 dated 5 December 1961

1. GENERAL

This instruction establishes the organization of the Logistics Career Board and delineates responsibilities connected with its operation.

2. POLICY

The Board is an advisory body established to advise the Director of Logistics in furtherance of his responsibility to develop and administer a career service designed to meet the requirements of the office and the Agency on a worldwide basis.

3. COMPOSITION OF THE BOARD AND PANEL

a. The Career Board will be composed of:

Deputy Director of Logistics, Chairman
Chief, Logistics Services Division
Chief, Planning Staff
Chief, Procurement Division
Chief, Real Estate and Construction Division
Chief, Supply Division
Chief, Transportation Division
Chief, Printing Services Division
Chief, Administrative Staff (Nonvoting in competitive promotion reviews)
Personnel Officer, Secretary (Nonvoting)

b. The Career Panel will be composed of the Chairman of the Board and not more than four nor less than three members of the Board appointed to the Panel by the Chairman. The Chairman's selection of Panel members will be guided solely by the concern of the members in the subjects to be considered.

4. RESPONSIBILITIES

a. The Career Board is responsible for:

INSTRUCTION NO.
LI 20-2

LI 20-2
PERSONNEL
Revised 21 November 1962

- (1) The formulation of policy pertaining to the selection, development, training, rotation, reassignment, and advancement of the membership of the Logistics Career Service. It will identify problems and potential problems confronting the Logistics Career Service with respect to its size, composition, and capability to meet requirements for any of the personnel specialities represented in the Logistics Career Service.
 - (2) Conducting Competitive Promotion Reviews of careerists in grades GS-11 through GS-14.
 - (3) Identifying careerists for further development within the Career Service.
- b. The Career Panel is responsible for:
- (1) Recommending action to the Director of Logistics or other appropriate officials in implementation of policies approved by the Director of Logistics.
 - (2) Making recommendations to the Director of Logistics regarding the selection, reassignment, and overseas rotation of members of the Logistics Career Service.
 - (3) Conducting Competitive Promotion Reviews of careerists in grades GS-07 through GS-10.
- c. The Chairman will call meetings of the Board or Panel when he deems such are necessary or at the direction of the Head of the Career Service.
- d. The Secretary will:
- (1) Prepare and distribute an agenda and supporting data prior to meetings.
 - (2) Present items on the agenda for consideration and action at meetings.
 - (3) Prepare minutes of meetings or results of Competitive Promotion Reviews for the approval of the Head of the Career Service.
 - (4) Distribute minutes of meetings after their approval by the Head of the Career Service.

FILE (RETURN TO)

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(When Filled In)

POINT EVALUATION OF EMPLOYEE
LOGISTICS CAREER BOARD

NAME OF EMPLOYEE		DATE POINT RATING COMPLETED	
[REDACTED]		1 Aug 59	
1. EVALUATION OF PERFORMANCE			
FITNESS REPORTS FROM TO 13 July 57 13 July 59 13 July 58 31 Mar 59		GROSS TOTAL PTS. ASSIGNED 15 10	(NOTE: Take average of Gross points to find net total) NET TOTAL OF POINTS 13
2. EVALUATION OF POTENTIAL			
FITNESS REPORTS FROM TO		GROSS TOTAL PTS. ASSIGNED	(NOTE: Take average of Gross points to find net total) NET TOTAL OF POINTS 20
3. EVALUATION OF TOTAL CIA WORK EXPERIENCE			
SERVICE COMPUTATION DATE WITH CIA: 13 October 1952		TOTAL CIA TIME: 6 Yrs. 10 Mos.	13 20
4. EVALUATION OF PRE-CIA WORK EXPERIENCE			
GRADE AT WHICH ENTERED ON DUTY WITH CIA: GS-12		8	10
5. EVALUATION OF TIME IN PRESENT GRADE			
DATE OF PRESENT GRADE: 21 Oct 1956		TOTAL TIME IN GRADE: 2 Yrs. 8 Mos.	4 10
6. EVALUATION OF OVERSEAS CIA SERVICE COMPLETED			
FROM	TO	PLACE	SATISFACTORY?
TOTAL AMOUNT OF SERVICE COMPLETED.....			15
7. EVALUATION OF FORMAL EDUCATION COMPLETED			
POSSESSES HIGH SCHOOL DIPLOMA: YES NO CREDITS COMPLETED			PTS. 1
NAME OF SCHOOL	FROM	TO	NO. OF CREDITS
Tusculum College	1931	1932	Four Years
Indiana Univ.	1932	1935	
McCannon Sch. of Human Relations	1945	1946	6 months
Butler Univ	1950	1950	6 months
DEGREES			PTS.
BS			6
none			0
none			0
TOTAL PTS.			7 10
8. EVALUATION OF CIA TRAINING COURSES COMPLETED			
NAME OF COURSE & DATES Four Hour Human Resources Program, 23-30 July 1953 Proc. Seminar Lecture Series Apr 58 - Apr 59 (7 lectures)			SATISFACTORY? yes PTS. 0 1
TOTAL NUMBER OF POINTS			39 95 + X

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MEMORANDUM FOR: Members of the Logistics Career Service

SUBJECT: Career Development Through Self-Improvement

1. This fall the George Washington University will again offer undergraduate courses to overt Agency employees at the Headquarters Building. Beginning next semester, American University and George Washington University will offer a limited number of graduate level courses which will be available to Agency employees. These will constitute but a few of the large number of educational opportunities available to people in the Washington area who are interested in embarking upon or continuing self-improvement programs. However, the Office of Training has pointed out the fact that the courses offered at Headquarters present a number of advantages:

- a. Instruction is given by qualified Agency employees.
- b. Classes meet one evening per week.
- c. Tuition costs are about one-third lower than campus rates.
- d. Registration is uncomplicated.
- e. Courses are fully accredited.

2. At the request of the Office of Logistics, the Office of Training has arranged with George Washington University to offer at least one course which should be of interest to a number of Logistics Careerists. This is a basic course in transportation which we expect will be followed by a more advanced course next semester. We are hoping that a number of our people will avail themselves of the opportunity to attain a broader educational background while gaining college credit in one of our substantive fields. Another course which we think will be of value to many in Logistics is accounting. Apart from the general value of such a course, knowledge of accounting provides an excellent basis on which to deal with FPA matters.

3. The Government Employees Training Act permits the Agency to sponsor training of employees, subject to certain limitations. Our Training Officer is available to discuss questions of eligibility for training under this Act. The Training Officer also maintains catalogues and class schedules issued by local colleges and universities. The Personnel Officer and Career Management Officer are available to discuss aspects of


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SUBJECT: Career Development Through Self-Improvement

training as they relate to career development. The schedule of courses to be offered at Headquarters is attached.

4. I hope that many of you will see fit to consider seriously the benefits of participating in this program.


JAMES A. GARRISON
Director of Logistics

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Enclosure:

Proposed Off-Campus Courses at Langley
Fall Session - 1962

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PROPOSED OFF-CAMPUS COURSES AT LANGLEY
FALL SESSION - 1962

George Washington University Courses:

Commence week of 24 September; registration 13 & 14 September.

- English 1 - English Composition
- English 71 - Introduction to American Literature
- Psychology 1 - General Psychology
- Economics 1 - Principles of Economics
- Accounting 1 - Introductory Accounting
- Histroy 39 - Development of European Civilization
- BA 101 - Introduction to Business
- BA 171 - Principles of Transportation
- PS 111 - Introduction to Comparative Government and Politics
- Speech 111 - Effective Speech Communication
- *PS 172 - International Organization: The United Nations
- *Creditable toward MA in International Affairs

American University Courses:

Commence week of 17 September; registration 13 & 14 September.

- **Economics 19.512 - Equilibrium Analysis I: Theory of Prices and Production
- Economics 19.307 - Introduction to Quantitative Economics
- **Creditable toward MA in Economics.

INSTRUCTION NO.
LI 25-

PROPOSED REVISION

LI 25-
TRAINING

SUBJECT: Formal Training Requirements for Members of the Logistics Career Service

REFERENCES: (a) [REDACTED] revised 16 June 1960
(b) [REDACTED] revised 13 November 1956
(c) [REDACTED] revised 23 June 1960
(d) Public Law 85-507 Government Employees Training Act

REVISION: LI 25-100-4 dated 13 April 1961

1. POLICY

It is the policy of the Logistics Career Service to administer a broad program of training for the members of the Logistics Career Service, specifically designed to:

- a. Train Logistics Career Personnel to better equip them in meeting the requirements of the position to which they are assigned.
- b. Prepare Logistics Career personnel for reassignment and rotation, either at Headquarters or in the Field.
- c. Insure the continued broadening of Logistics Career personnel by providing a training program which will facilitate their career development within the Agency.
- d. Identify and schedule training for Logistics Career personnel who are nominated for the Agency's Mid-Career Training Program, so that their career development may be consistent with their potential and the Agency's needs.

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2. TRAINING STANDARDS

The minimum training standards are prescribed herewith for the members of the Logistics Career Service. In addition to internal Agency training, all staff employees with one years government civil service are eligible for external training at Agency expense, when the training is considered to be of immediate or potential usefulness to the Agency. The basic requirements, as outlined below, are set forth according to individual grade status and/or particular job designation.

a. Clerical and Administrative personnel up to GS-7:

Administrative Procedures (2 weeks)

Clerical Refresher Courses, as required, to maintain and develop individual skills.

b. Personnel, GS-5 thru GS-11, who have assigned Logistics duties at Headquarters.

Logistics Support Course (3 weeks)

Intelligence Orientation Course (2 weeks)

c. Personnel, GS-9 thru GS-11, assigned to a logistics position in OS/P Headquarters, or as overseas Field Station:

Intelligence Orientation Course (2 weeks)

Logistics Support Course (3 weeks)

Operations Support Course (4 weeks)

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- d. Personnel, GS-12 and above, assigned to overseas positions as Senior Logistics Officers:

Intelligence Orientation Course (2 weeks)
Logistics Support Course (3 weeks)
Management Course (1 week)
Writing Workshop (27 hours)

- e. Personnel, GS-13 and above, assigned to Headquarters:

Management Course (1 week)
Writing Workshop (27 hours)
Conference Techniques (24 hours)

- f. All personnel who have management or supervisory responsibilities:

Management or Supervision Course (1 week)

- g. All personnel scheduled for overseas assignment:

Americans Abroad Orientation
Dependents Briefing (when applicable)

- h. Personnel, GS-12 and above, returning from overseas:

Classroom Services Review
Logistics Orientation

3. PROCEDURES AND COORDINATION

- a. The basic training standards outlined above are important in the professional and career development of Logistics Career Service members. The standard Agency courses, or their equivalent, are

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considered as necessary requirements in furthering the career development of competently trained personnel who would be available to meet Office of Logistics Headquarters and Field requirements.

- b. In order to assure that the training standards are satisfied, the GL Training Officer will furnish each Division and Staff Chief, semi-annually, a list of his employees who should be scheduled for required courses within the ensuing six month period.

4. TRAINING BEYOND THE REQUIRED MINIMUM

- a. This instruction prescribes the minimum standards for training Logistics personnel in the performance of official duties, and for the development of maximum proficiency in job skills.
- b. Career development through self-improvement and self-training is encouraged. The educational opportunities in the Washington, D.C. area are unlimited. Logistics careerists are urged to explore these opportunities.
- c. The Government Employee Training Act (Public Law 85-507) allows the Agency to grant financial assistance to employees in external training programs, subject to certain limitations.

5. WAIVER

A waiver of the requirements set forth in this instruction may be authorized only by the Director of Logistics.

JAMES A. GARRISON
Director of Logistics

INSTRUCTION NO.
LI 25-100-4

LI 25-100-4
TRAINING
13 April 1961

SUBJECT: Formal Training Requirements for Members of the Logistics Career Service

REFERENCES: (a) [REDACTED] revised 16 June 1960
(b) [REDACTED] revised 13 November 1956
(c) [REDACTED] revised 23 June 1960
(d) Public Law 85-507 Government Employees Training Act

RESCISSION: LI 25-100-3 dated 22 November 1957

1. POLICY

It is the policy of the Logistics Career Service to administer a broad program of training and in-service orientation for the members of the Logistics Career Service, specifically designed to:

- a. Train Logistics Career Personnel to better equip them in meeting the requirements of the position to which they are assigned.
- b. Prepare Logistics Career personnel for reassignment and rotation, either at Headquarters or in the Field.
- c. Insure the continued broadening of Logistics Career personnel by providing a training program which will facilitate their career development within the Agency.

2. TRAINING STANDARDS

The minimum training standards are prescribed herewith for the members of the Logistics Career Service. In addition to internal training offered by the Office of Training and by the Office of Logistics, external training at Agency expense may be authorized when the training is considered to be of immediate and potential usefulness to the Agency. The basic requirements, as outlined below, are set forth according to individual grade status and/or particular job designation.

- a. Office of Logistics personnel who have management or supervisory responsibilities:

Management Course (40 hours, part-time); or
Supervision Course (40 hours, part-time)
Writing Workshops

(The Management Course is a prerequisite for external management training programs).

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13 April 1961

- b. All professional and clerical personnel entering on duty:

As prescribed by CIA Regulation [REDACTED]

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- c. Clerical and administrative personnel up to GS-7:

Clerical Refresher Courses, as required, to develop individual skills and potential.

Administrative Procedures (3 weeks)

- d. Personnel, GS-5 thru GS-11, who have assigned Logistics duties at Headquarters:

Logistics Support Course - Headquarters Phase (4 weeks)

- e. Personnel, GS-9 thru GS-11, assigned to a logistics position in DD/P Headquarters, or an overseas Field Station:

Logistics Support Course - Headquarters Phase (4 weeks) and Field Phase (2 weeks)

Operations Support Course (5 weeks)

Supervision Course (40 hours, part-time)

Logistics Orientation Program (Upon return from overseas assignments).

- f. Personnel, GS-12 and above, assigned to overseas positions as senior Logistics Officers at Office of Communications Stations, or DD/P Operating Division Field Stations and Bases:

Logistics Support Course - Headquarters Phase (4 weeks) and Field Phase (2 weeks)

Operations Familiarization Course (6 weeks)

Management Course (40 hours, part-time)

Clandestine Services Review (2 weeks) (Upon return from such assignment).

(The Clandestine Services Review is a prerequisite course for personnel selected to attend external senior officer courses).

- g. Personnel assigned to special professional and technical job assignments at Headquarters or in the Field:

Logistics Support Course - Headquarters Phase (4 weeks) and Field Phase (2 weeks); or

Logistics Indoctrination; or

Logistics on-the-job, in-service training, or an apprenticeship training program as required to develop particular working skills and knowledge.

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13 April 1961

h. Military personnel detailed to the Office of Logistics may be considered for enrollment in Agency training programs, as required for a particular job assignment, with the exception of external training programs.

1. Foreign language training in direct relationship to current and proposed job assignments may be approved as an on-duty assignment. Foreign language proficiency will be considered by the SL Career Service Board in effecting overseas rotation assignments.

3. PROCEDURES AND COORDINATION

a. The basic training standards outlined above are important in the professional and career development of Logistics Career Service members. The standard Agency courses, or their equivalent, are considered as necessary requirements in furthering the career development of competently trained personnel who would be available to meet Office of Logistics Headquarters and Field requirements.

b. In order to assure that the training standards are satisfied, the Division and Staff Chief will coordinate all individual training plans and actions with the OL Training Officer. Personnel will be released from assigned duties in sufficient time to fulfill minimum training requirements for the new assignment. Consistent with working schedules and other priority requirements, training should be scheduled as soon as possible after entering on duty, or at least 90 days prior to reassignment or promotion, as appropriate.

4. TRAINING BEYOND THE REQUIRED MINIMUM

a. This Instruction prescribes only the minimum standards for training Logistics personnel in the performance of official duties, and for the development of maximum proficiency in job skills, and knowledge to qualify them for logistical support duties.

b. Self-education, self-improvement and self-training should be encouraged, and further supplemented by Agency-sponsored training. The training for various specialized and technical logistics jobs will continue to be accomplished by means of Logistics on-the-job and in-service training, apprenticeship training programs, formal Agency courses, and external training courses.

c. Staff and Division Chiefs should recommend personnel for additional internal or external training programs to increase the efficiency and economy of Agency operations and further the job effectiveness, foreign language capability, career development, and potential of the employee.

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LI 25-100-4

LI 25-100-4
TRAINING
13 April 1961

5. WAIVER

Except as otherwise provided by CIA Regulation [REDACTED] a waiver of these requirements may be authorized only by the Director of Logistics.

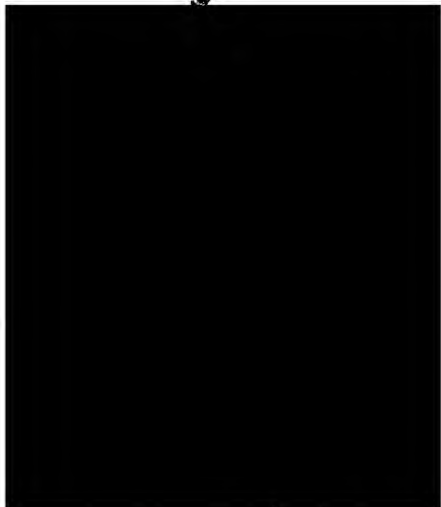
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JAMES A. GARRISON
Director of Logistics

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INSTRUCTION NO.
LI 25-100-2

LI 25-100-2
TRAINING
21 August 1956

SUBJECT: Release from Duty of Office of Logistics Personnel for Training
Prior to Overseas Assignment

CONTENTS

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1. POLICY

It is the policy of this Office to provide a reserve of trained personnel to meet overseas vacancies as they arise. Advance systematic scheduling of Logistics personnel through basic training programs will prevent the sending of partially trained or untrained individuals into responsible assignments.

2. RESPONSIBILITIES

a. It is the responsibility of division and staff chiefs to implement the above stated policy by:

- (1) Assuring that a sufficient number of trained personnel are available to meet known rotation requirements.
- (2) Releasing those personnel from assigned duties who may need basic or supplemental training to prepare for an overseas assignment.

In most cases the Intelligence Orientation Course (formerly BOC), Operations Support Course, and Logistics Support Course constitute the minimum formal training which should be completed prior to overseas assignments. In some cases, however, other more specialized and technical training is also required.

b. It is the responsibility of the Office of Logistics Training Officer to determine training requirements for each Logistics career employee. Not less than ninety days before an individual is selected to leave for an overseas assignment, the Training Officer will review his training record and schedule him for all necessary training which has not previously been completed.

FOR THE DIRECTOR OF LOGISTICS:

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INSTRUCTION NO.
LI 25-100-1

LI 25-100-1
TRAINING
16 August 1956

SUBJECT: Reporting Internal Logistics Training Activities

REFERENCE: [REDACTED] dated 18 July 1956, subject: Headquarters
Participation in Training Activities

1. GENERAL

- a. This Instruction implements reference regulation and prescribes procedures and reports involved.
- b. Reference regulation reaffirms the Agency policy of keeping at least five per cent of personnel in training status at all times. It also defines various types of training - full-time, part-time, and on-the-job, grants authority to the Office of Training to approve all internal training programs sponsored by other Offices, and outlines in general terms a monthly reporting system to become effective immediately.

2. PROCEDURES

- a. Each Division and Staff Chief will submit to the Office of Logistics Training Officer a list of formal and on-the-job training activities conducted exclusively within his division. This list will include the following information:
- (1) Objectives of the course or program.
 - (2) General outline of content.
 - (3) Length and usual frequency of training period.
 - (4) Other information necessary to comply with the provisions of paragraph 2c of reference regulation pertaining to criteria for on-the-job training.
- b. Any changes in internal training programs being conducted will be reported immediately to the OL Training Officer.
- c. The OL Training Officer will compile a similar list of programs conducted on an off-the-job basis (e.g., Logistics Support Course). This will be consolidated with reports submitted by Division and Staff Chiefs and sent to the Director of Training for approval.

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TRAINING
16 August 1956

3. REPORTS

- a. Individual Training Code Sheets for August 1956 will be submitted to the OL Training Officer by each Division and Staff Chief on Form No. 1025 by 6 September 1956. Thereafter, these reports will be due on the third working day of each month. The OL Training Officer will compile similar statistics on personnel engaged in Office-wide programs during the month. These reports will be consolidated by the Training Officer and submitted to the Director of Training by the fifth working day of the month in accordance with paragraph 4.a.(1) of reference regulation.
- b. Training conducted by Office of Training or external training sponsored by Office of Training taken by Logistics personnel will not be reported. Office of Training itself will compile statistics on such training.

FOR THE DIRECTOR OF LOGISTICS:

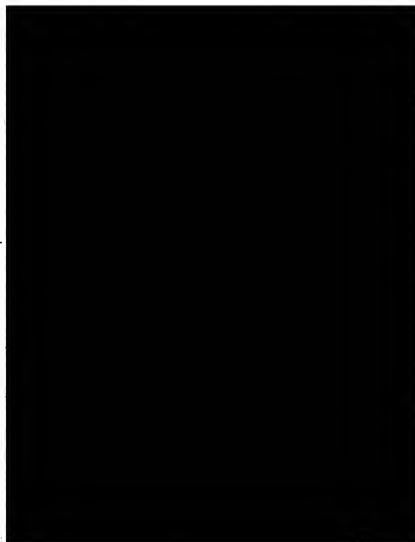

Chief, Administrative Staff

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